



Grafton Public Library

35 Grafton Common Grafton, MA 01519

Phone: 508-839-4649 Fax: 508-839-7726

graftonlibrary.org



facebook.com/GraftonPublicLibraryMA



[@GraftonPubLib](https://twitter.com/GraftonPubLib)



interest.com/GraftonPubLib



VACANCY

Children's Library Assistant – 2 10-hour positions

Duties include public service at the Children's circulation desk, using automated circulation system / online library catalog, responding to patron inquiries, shelving, filing, and other duties as assigned.

Qualifications: College degree, high school graduation plus two years public library experience, or equivalent combination of education and experience. Familiarity with online databases, Microsoft Office, Internet searching and library automation. Experience with integrated library system circulation module very desirable. Familiarity with Children's literature a plus. Minimum of two years experience in a position requiring face-to-face interaction with the public.

Library experience, especially work with children, teens and seniors, and/or library information technology is desirable. Must be able to respond to patron requests for information and service knowledgeably, clearly, and cordially. Must have visual acuity required to read a wide variety of print materials and to work for prolonged periods of time at a computer screen. Must be able to carry books and other library materials up and down stairs, stand and/or sit for prolonged periods of time, stoop and reach, and lift 25 lbs.

This is a part-time position without benefits. The schedule of 10-12 hrs/ week is variable and includes evening hours and a Saturday rotation. Salary, entry level: \$15.34 per hour.

Apply online at <http://www.grafton-ma.gov/human-resources>. AA/EOE

